



# Registration

Register users for scheduled offerings and work with slots.





**SUCCESS ACADEMY** 

## **Registration:** Registering Users

How a user registers for a scheduled offering is determined on an offering-by-offering basis. If configured, users may self-register for scheduled offerings. Managers may also be given the ability to register subordinates. Otherwise, you must register users in scheduled offerings. When users are officially registered and have a status of Enrolled, the system is capable of generating email notifications and sending them to the user, his/her immediate manager, the instructor, and any other contacts associated with the offering.

#### Admin Tools > Learning > Learning Administration > Learning

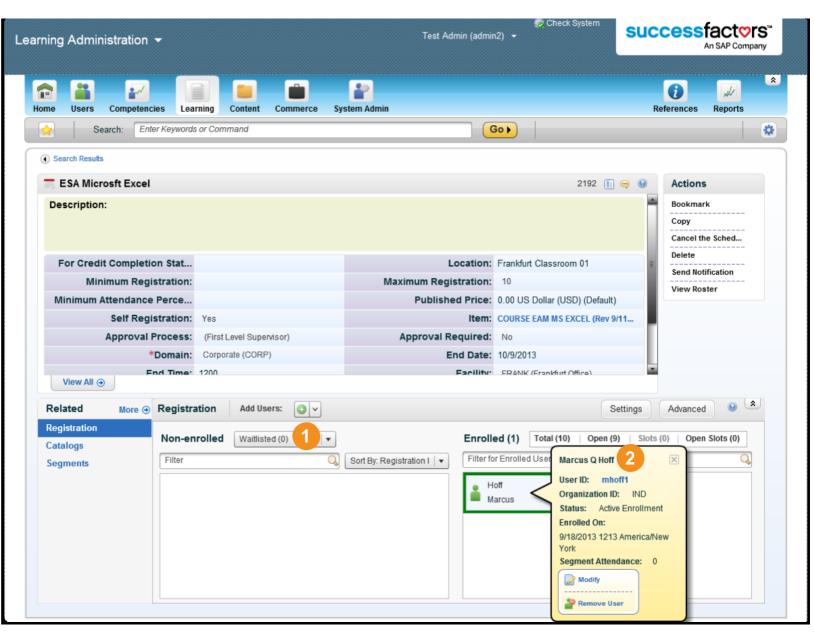
## Registration Status

A user may have one of these SuccessFactors LMS defined registration statuses:

- Enrolled: The user has a seat in the scheduled offering.
- *Waitlisted:* The user is waiting for a seat to open. (If Auto Fill Registration is checked, SuccessFactors LMS automatically registers a waitlisted user when another user cancels/withdraws. SuccessFactors LMS prioritizes the waitlist as first one on the waitlist is the first registered into the offering.)
- **Pending:** System assigned for users "pending" approval in a SuccessFactors LMS defined approval process.
- Cancelled: The user does not have a seat.

### Record Attendance

If attendance is recorded for a segment on the **Segments** tab, it will display in the hover window for the registered user. Segment Attendance displays the total segments attended for each enrolled user based on the attendance recorded previously on the Segments tab.



#### 3 Slots

Slots allow you to reserve seats in a scheduled offering without having to register specific users. Slots are reserved for organizations, enabling only users who belong to the organization to

Registration Add Users: Non-enrolled Waitlisted (0) Add Users From Request List...

self-register in the slot (if self-registration is enabled). If the offering is full, but slots are remaining, users who are not a member of the organization may only join the registration as Waitlisted. You can register any user against a reserved slot.

#### **Spotlight: Registration Details**

If a scheduled offering is made available for user self-registration, an approval process may be specified. If so, the user is registered with a Pending status until the approvers have allowed registration to continue.